

Letter of Intent



A letter of intent is a non-legally-binding personal letter that provides written instructions regarding personal care of a family member with a life-long disability in the event of a caregiver's absence, illness, incapacitation or death. Consider the letter of intent as directions or instructions that describe the family's preferences, hopes and concerns for their family member. The family knows the needs of the family member best, however, the person identified as being responsible for the individual's care and support in the future may not.

Preparing a letter of intent takes time and is not something that is typically accomplished in one day. It is important to think about the family member's future and what his or her desires are. What will the individual need to live a happy and meaningful life? What are they capable of doing? What are their strengths? What are their fears? If possible, they should be included in the discussion since this is about their future.

Content Recommendations

The letter of intent should be written so that the family's intentions are clearly understood and cover at least the following areas:

- Housing
- Medical care
- Employment
- Education
- Finances
- Religion
- Socialization
- Funeral arrangements

Other categories can be included, as well. It is important to avoid acronyms and to always include addresses, phone numbers and emails for providers and other people the family member interacts with. Be flexible by providing multiple prioritized options, as service or support availability may change over time.

Resources Available on Military OneSource

- Guide for Adults with Special Needs
- Special Care Organizational Record for Children
- Special Care Organizational Record for Adults
- Guardianship and Estate Planning online modules



MilitaryOneSource.mil/EFMP



Exceptional Family Member Program support is available for military families with special needs. For more information, please contact your installation EFMP office or visit MilitaryOneSource.mil/EFMP, an official Department of Defense website.